



### **Updated Arrangements for Dropping off and Collecting your Child**

Having had the benefit of seeing our plans for dropping off and collecting the children in operation for a few days, together with advice from a Health and Safety Consultant and feedback from parents, we are updating and hopefully improving the current system.

We know our system works best when the staff are ready and waiting and the gates are opened promptly so we will do our very best to make sure this happens at all times.

There are also a few things we would like to ask all parents to do to help us have a system that runs as smoothly and safely as possible:

- Please avoid arriving too early to drop off or collect your child as this causes queueing along the footpath and makes it hard for people to maintain their distance.
- Only ONE parent per household to drop off and collect ALL children attending Trinity to help us reduce the number of people on site at these very busy times.
- Please feel free to wear a face mask on and around the school site.
- When the gates are open please feel free to come onto site and wait in the designated areas.
- To assist with congestion on the pavements, it might be sensible to aim to use the pavement on the Trinity side of the road when you are approaching school from the town centre and to cross over and use the pavement on the other side of the road when you are walking away from school and back towards the town centre.

In addition, from **Friday, 11<sup>th</sup> September**, please could parents and carers follow the guidelines below:

#### **Holly, Bramble, Jasmine and Poppy Classes**

Please continue to use the one-way system of entering through the top gate and exiting through the double gates.

**Holly and Bramble** parents please aim to drop off your child between **8:50am and 8:55am**, and collect your child between **3:15pm and 3:20pm**.

**Jasmine and Poppy** parents please aim to drop off your child between **8:55am and 9:00am** and collect your child between **3:10pm and 3:15pm**.

**Jasmine** parents, please use the bike shed area to wait for your child in the afternoon.

### **Oak, Maple, Pine and Gorse Classes**

In the mornings, please continue to follow the one-way system of entering through the gate by the office and exiting through the double gates onto the car park.

In the afternoons, please follow the system in reverse – entering through the gates by the car park and exiting through the gate by the office.

We have coned off a walkway on the car park between the gates and the dropped curb, but please feel free to also use the grassy path to further improve safety.

**Oak and Maple** parents please aim to drop your child off between **8:55am and 9:00am**, and collect your child between **3:10pm and 3:15pm**.

**Pine and Gorse** parents please aim to drop off your child between **8:50am and 8:55am** and collect your child between **3:15pm and 3:20pm**.

**If you are dropping off children on both playgrounds, please continue to enter through the top gate and follow the one-way system around the outside of Maple and Gorse classes, exiting through the double gates onto the car park in the morning and through the gate by the school office in the afternoon.**

We appreciate that a 5 minute window may not feel like a long time, but we have observed this week that the vast majority of children are dropped off between 8:50 and 8:55, and collected by 3:15. We are hoping a slight stagger in times will help to reduce overall numbers on the path at any given time and help everyone to feel safer. It also means that we are not changing start and finish times greatly which would have an impact on parents' working commitments and could lead to parents who have children in different classes having a long wait between being able to drop off or collect both or all children.

### **Sunshine and Rainbow Classes**

Next week your children will be starting at 9:30 and finishing at 12:30. From September 21<sup>st</sup>, we anticipate that most, if not all, children will be coming to school full time. At the moment we are planning for your children to be dropped off at 9:10am and collected at 3pm. This is to enable you to access the children's outside learning space for drop off and collection. However, we will continue to monitor how drop off and collection work as we would like to be able to bring your children's start and finish time more closely in line with the rest of the school if and when we feel we are able to do so safely. We thank you for your patience in the meantime.